

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 07-263

OPENING DATE: 17 August 2007

CLOSING DATE: 17 September 2007

ANTICIPATED FILL DATE: 14 Oct 07

POSITION TITLE AND NUMBER

Human Resources Assistant (Military)
PDCN 70541000 MD # 1320-233L

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC-J1-OPM, NCARNG
Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 16.18%)

GS-0203-07 \$36,876.00 - \$47,938.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172 / 6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATIONS REQUIREMENTS: Must have 12 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. KSA's must reflect (at least 12 months) dates/work experience referenced in the application/resume. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA's)

Below are listed the KSA's for this position. Applicants **MUST** address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 12 months of specialized experience*) that provided that KSA. It is **REQUIRED** that this statement be attached to the application. **Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position.** For more information or assistance, call **1-800-621-4136 ext. 6172/6431.**

1. Knowledge of the majority of the laws, rules, regulations, policies, procedures, and precedents relating to the area of assignment; and the ability to apply this knowledge in the interpretation and application of regulatory and procedural requirements to complex cases.
2. Knowledge of requirements for proposed action to ensure that documentation is correct and sufficient; ability to review organizational records, duty codes, medical, and educational regulations in order to analyze the information and determine the propriety of the action submitted and that all levels of legal, medical, and administrative review are complete.
3. Ability to deal cooperatively with others to obtain needed information, to complete required case processing, and to explain decisions or recommendations to interested parties.
4. Skill in compiling information and preparing reports.
5. Ability to plan and organize work.
6. Knowledge of military organizational structures, protocol, and similar matters .

CONDITIONS OF EMPLOYMENT: 1. **Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application.** The recommended applicant **will not** be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of

this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG in the unit of employment is mandatory. (Enl: CMF: 42A/F/L)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Serves as a final reviewer of actions, which may include but are not limited to: accessions, promotions, transfers, boards, promotion eligibility; retirement eligibility; and actions that affect eligibility of educational or incentive benefits as well as sensitive, complex cases, which involve: allegations of inequitable, prejudiced, or similar treatment (e.g. issues of fraudulent enlistment or assignment; removal of military member from active or inactive status). Cases have major effects on career or service as they may result in unfavorable career separation or loss of status. Performs final review on file prior to review and action by a board, action officer, or others and insures that all levels of legal, medical, and administrative review have been completed. Summarizes salient facts and issues; analyzes case information; outlines options; and recommends appropriate action. Insures that regulatory requirements related to the specific action are met. Identifies gaps or inconsistencies in the record and initiates action or interviews personnel to obtain needed data. Researches and obtains all necessary relevant information regarding cases and issues and provides explanations and interpretations of rules, regulations, procedures, and requirements pertaining to actions taken or recommended. Drafts or prepares related correspondence for appropriate signature and enters data in automated systems, as needed. Retrieves data from information sources, both manual and electronic, for use in answering questions, responding to correspondence, or preparing reports or briefings. Insures completeness and proper forwarding of records to appropriate board. Provides advice and guidance to other personnel on actions in areas of expertise, as well as, advice, instructions, and interpretations, as needed, to lower echelons. Serves as the primary point of contact, coordinator, and advisor for questions regarding Military Funeral Honors and/or Casualty Assistance. Provides advisory services to family members of deceased military members (current and former) and serves as a liaison between the family and funeral directors and their assistants, Veterans Services Organizations, Veterans Affairs Offices, National Guard Bureau (NGB), Regional Casualty Assistance Coordinator (CAC), and other military services and/or members. Provides assistance to the family members by advising them of the deceased member's entitlements and provides information or assistance with filling out any required forms. Maintains files and libraries of current funeral/casualty material including policies, procedures, and guidance from Department of Defense (DoD), NGB, Regional CAC, and the Veterans Administration. Coordinates with the Regional CAC, Funeral Home, Honor Guard, supporting military unit, and each Casualty Assistance Officer/Casualty Notification Officer (CAO/CNO) to ensure all requests for funerals and casualty assistance are supported. Collects data from various sources for statistical purposes regarding Funeral Honors and Casualty Assistance, which may also be used to project budgetary requirements. Coordinates with NGB and Regional CAC for assistance and support in the conduct of training in the program. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1